

24 June 1977

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Office of Personnel Report --  
Week Ending 24 June 1977 (U)

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1. (U/AIUO) Recruitment -- Middlebury College:  
The [REDACTED] [REDACTED] has asked that she and possibly one other [REDACTED] official accompany our recruiter, [REDACTED], on his planned recruitment visit to Middlebury College in Vermont during the last week in July. Arrangements are now being made. CIA representatives are received cordially at this distinguished school, which has more than 50 years of experience in high-quality language instruction. As a result of previous visits, [REDACTED] now enrolls one or two of their employees in intensive language training during the summer months. The program at Middlebury is highly developed. For example, if one is to study classical Chinese, daily work requires about five hours. Apart from the formal work of the school, there are opportunities for students to become introduced to a number of facets of Chinese culture. There are films, both from Taiwan and the Peoples' Republic, guest lectures both in Chinese and English, and presentations of Chinese music. In some instances students use their spare time to study calligraphy, Chinese cooking and Chinese music.

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2. (U) Suggestion Boxes: Project Suggestion Box was initiated on 15 June. Thus far, a total of seven suggestions has been routed to the offices to which the writers wished them forwarded. Of this number, three went to Logistics Services Division, two to the DCI, one to OGCR, and one to O/DDS&T. We are keeping a log of the suggestions which are forwarded under this program.

3. (U) Skills Session: The second running of the Skills Session updating on current developments was presented at Ames Building on 21 June and was well attended.

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4. (U/AIUO) Position Management:

a. The Reports Officer FES Standard is being further revised/edited as the result of additional comments received from the DDO reviewers.

b. We have completed the initial draft of the Operations Officer FES Standard.

5. (U/AIUO) Publications: We forwarded the following to Regulations Control Branch during the week for publication:

a. Headquarters and Field Notices on "New Three-Year Trial Period;"

25X1A b. revision of [REDACTED] "Casualty Planning;" and

25X1A c. [REDACTED] 25X1A

6. (U) Redskin Tickets: The EAA began its annual sale of Redskin tickets on Tuesday, 21 June. A total of 875 winners (each authorized to buy two tickets) was scheduled over three days. For Tuesday and Wednesday, 325 were scheduled each day, the remaining 225 being scheduled for Thursday. As of COB Wednesday, there were 39 "no shows" and 1222 tickets had been sold. The Dallas Cowboys game was the first to sell out, although not as quickly as in previous years. One reason may be because it is scheduled for 27 November, three days after Thanksgiving. The Cardinals, Rams and Giants were the next to sell out. Tickets still remaining as of noon on 23 June are for the Falcons, Eagles and Packers games. The Packers is a Monday night game and this may influence its not being in first demand.

7. (U/AIUO) Landing Rights Agreement: Pan American Airlines and Trans World Airlines have reported that flights into London are proceeding normally after settlement of an agreement between the United States and England on landing rights. At this point we do not have any details as to the length or substance of the agreement or how it will affect the U. S. Flag Carriers with regard to number of flights, type of service, etc.

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